



# Bulletin

Motor Vehicle Sales Authority of British Columbia



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***Strict ICBC guidelines re: APV9T forms***

## **Transfer/Tax Form requires complete vehicle declaration**

ICBC has clarified that Autoplan Brokers must refuse to accept a Transfer/Tax Form (APV9T) if a dealership has left any vehicle declaration field blank.

Brokers are permitted to fill in most of the routine vehicle description information, the seller's name and to assist the purchaser with Social Services Tax information, but ICBC emphasizes that they must not accept any forms where signatures are missing or altered, nor must they complete the seller's vehicle declarations related to previous damage, usage, odometer readings and any previous registration information from outside B.C.

Attached on the following page is what ICBC is distributing to Autoplan Brokers:

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## Interim guidelines for APV9T Transfer/Tax form completion

ICBC is in the process of revising the Transfer/Tax Form/Statement of Vehicle Origin (APV9T) to make it easier for both customers and brokers to complete. In the interim, we've put together some guidelines to assist you while helping your customers.

### Purchaser and seller are in the broker's office

When the seller and purchaser attend the broker's office, brokers may assist their clients to complete the APV9T provided both the seller and purchaser sign the form to acknowledge matters on his or her behalf.

### Seller does not attend the broker's office

The guidelines below will help brokers to determine whether or not it is acceptable to complete the seller portions of the APV9T on behalf of their customers when the seller does not attend the broker's office.

#### Brokers may:

- complete the basic vehicle description using the previous registration, NVIS, or Certificate of Origin (etc.) as a guide
- ask the purchaser to complete the date of sale field if it was left blank
- complete the seller's name and address using the previous registration document provided the seller has signed the APV9T
- assist the purchaser in completing the Social Service Tax portion of the form

#### Brokers must not:

- accept any form where the signatures are missing or altered
- complete the seller's vehicle declarations including previous damage, use, odometer, registration outside BC information.

If the seller is...	Then...
A dealer	Brokers <u>must</u> refuse the form and have the dealer complete the declaration fields. The Broker Enquiry Unit is available to assist you if you have any questions.
An individual or organization other than a dealer	Brokers can accept the form with the vehicle declaration fields blank. Please make note of this in Agent's comments.

**Please note:** Having the dealer complete the form will help protect customers should there be any issues related to the sale of the vehicle. For consumer protection, BC Dealers are required to disclose the vehicle's previous use, damage, odometer reading & origin under section 23 of the BC Motor Dealer Act Regulations.

### Reminders

- Please ask the customer to review the completed APV9T for accuracy before signing the form.
- The purchaser is making a tax declaration to Consumer Taxation Branch when they sign and will be responsible for any omissions or misdeclarations.
- Always double check previous registration documents, including the Titles from other jurisdictions, and IPRE results to ensure the vehicle has no flood or water damage
- Ensure you complete the *Autoplan Agent to Complete* section on the APV9T, including your signature.